



Proposal Preparation

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Oklahoma City, Oklahoma*

NSF Regional Grants Conference



Ask Early, Ask Often!

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Coverage

- Grant Proposal Guide (GPG)
- Sections of an NSF Proposal
- Proposal Development Strategies
- Budgetary Guidelines
- Support for Proposal Writing
- Small Grants for Exploratory Research (SGER)

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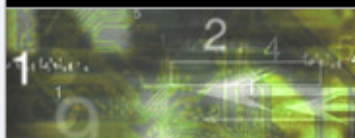
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FUNDING SEARCH

Full Text:

NSF Organization:

Any
- BIO: Biological Sciences
- BIO/DBI: Biological Infrastructure
- BIO/DEB: Environmental Biology
- BIO/EF: Emerging Frontiers

[Program Status:](#)

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GUIDE TO PROGRAMS/ BROWSE FUNDING OPPORTUNITIES

Program Areas



Grant Proposal Guide (GPG)

- Provides guidance for preparation and submission of proposals to NSF
- Specifies process for deviations including:
 - Individual program solicitations; and
 - Written approval of cognizant AD or designee
- Describes process – and criteria – by which proposals will be reviewed
- Outlines reasons why a proposal may be returned without review

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GPG (cont'd)

- Describes process for withdrawals, returns & declinations
- Describes the award process and procedures for requesting continued support
- Identifies significant award and administration processes



GPG (cont'd)

- Details process for submission of collaborative proposals via:
 - Issuance of one proposal that contains a subaward from the proposer to the collaborating organization; and
 - Submission of separate proposals for collaborating organizations
 - **Note:** contact with cognizant NSF Program Officer is strongly encouraged prior to submission



What to Look for in a Program Announcement/Solicitation

- Goal of program
- Eligibility
- Special proposal preparation and/or award requirements



Types of Proposal Submission

- No deadlines
- Deadlines
- Target dates
- Submission Windows
- Preliminary proposals
- Letters of Intent



Sections of an NSF Proposal

- Cover Sheet
- Project Summary
- Table of Contents
- Project Description
- References Cited
- Biographical Sketch(es)
- Budget
- Current & Pending Support
- Facilities, Equipment & Other Resources
- Special Information & Supplementary Documentation



A Good Proposal

- A good proposal is a good idea, well expressed, with a clear indication of methods for:
 - Pursuing the idea;
 - Evaluating the findings;
 - Making them known to all who need to know, and
 - Indicating the broader impacts of the activity



Proposal Development

- Key Questions for Prospective Investigator
 - What do you intend to do?
 - Why is the work important?
 - What has already been done?
 - How are you going to do the work?



Proposal Development Strategies: Individual Investigator

- Determine your long-term research/education goals or plan
- Develop your bright idea
 - Survey the literature
 - Contact Investigators currently working on the topic
 - Prepare a brief concept paper
 - Discuss with colleagues/mentors



Proposal Development Strategies Individual Investigator (cont'd)

- Prepare to do the project
 - Determine available resources
 - Realistically assess needs
 - Develop preliminary data
 - Present to colleagues/mentors/students
- Determine possible funding sources
- Understand the ground rules



Proposal Development Strategies: Individual Investigator (cont'd)

- Ascertain overall scope and mission
 - Read carefully solicitation instructions
 - Determine where your project fits
 - Ascertain evaluation procedures and criteria
 - Talk with NSF Program Officer:
 - Your proposed project
 - Specific program requirements/limitations
 - Current program patterns
 - Coordinate with your organization's sponsored projects office



Budgetary Guidelines

- **Amounts**
 - Reasonable for work – Realistic
 - Well Justified – Need established
 - In-line with program guidelines
- **Eligible costs**
 - Personnel
 - Equipment
 - Travel
 - Participant Support
 - Other Direct Costs (including subawards, consultant services, computer services, publication costs)



Budgetary Guidelines (cont'd)

- Call your Program Officer!
- All funding sources noted in Current and Pending Support
- Seek help from your Sponsored Projects Office



Budgetary Guidelines – Cost Sharing

- Revised NSF cost sharing policy effective for all new NSF program solicitations issued after October 14, 2004. The new policy:
 - Eliminates program-specific cost sharing
 - Requires only the existing statutory cost sharing requirement of 1% (for all unsolicited proposals)
- Cost sharing commitments contained in current active awards remain unchanged.



Getting Support in Proposal Writing

- NSF Publications
 - Program Announcements/Solicitations
 - Grant Proposal Guide
 - Web Pages
 - Funded Project Abstracts
 - Reports, Special Publications
- Targeted Workshops
- Program Officers
 - Incumbent
 - Former “Rotators”
- Mentors on Campus
- Previous Panelists
- Serve As Reviewer
- Sponsored Research Office
- Successful Proposals

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Small Grants for Exploratory Research (SGER)

- Novel untested ideas
- New research areas
- Urgency
- Abbreviated proposal
- limited award amount
- Expedited review

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NSF Websites

National Science Board	http://www.nsf.gov/nsb/
Director/Deputy Director	http://www.nsf.gov/od/
Inspector General	http://www.nsf.gov/oig/
Office of Cyberinfrastructure	http://www.nsf.gov/dir/index.jsp?org=OCI
Office of International Science and Engineering	http://www.nsf.gov/div/index.jsp?div=OISE
Office of Equal Opportunity Programs	http://www.nsf.gov/od/oeo/index.jsp
Office of Legislative and Public Affairs	http://www.nsf.gov/od/lpa/index.jsp
Office of the General Counsel	http://www.nsf.gov/od/ogc/index.jsp
Office of Polar Programs	http://www.nsf.gov/dir/index.jsp?org=opp
Office of Integrative Activities	http://www.nsf.gov/od/oia/index.jsp
Biological Sciences	http://www.nsf.gov/dir/index.jsp?dir=BIO
Social, Behavioral & Economic Sciences	http://www.nsf.gov/dir/index.jsp?dir=SBE
Computer & Information Science & Engineering	http://www.nsf.gov/dir/index.jsp?dir=CISE
Education & Human Resources	http://www.nsf.gov/dir/index.jsp?dir=EHR
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